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DDA SUBJECT FILE COPY

9 SEP 1987

MEMORANDUM FOR: Executive Assistant to the Deputy Director
for Administration

25X1 FROM: [REDACTED]
Director of Security

25X1 SUBJECT: Request for Waiver for Procurement of
25X1 Secure Telephone Equipment for [REDACTED]

REFERENCE: [REDACTED]

25X1 1. The Office of Security requests a waiver of the
deadline date for submission of a requisition in support of the
Office of Security's planned renovations. These renovations
will allow the Office to utilize existing assigned space
already under U.S. Government lease. [REDACTED]

25X1 2. The requisition, in the amount of \$25,891.00, is for
the procurement of cabinets and an enclosure to house secure
telephone switching equipment which must be installed in the
[REDACTED] prior to its occupation by the Office's
Security Equipment Support Division along with other smaller
25X1 components. Funds for this equipment are available in the
appropriate [REDACTED]

25X1 3. Attached is a copy of the original requisition and a
notice from Chief, General Procurement Branch, Procurement
Division, Office of Logistics stating that the
Directorate-level approval is required. [REDACTED]

25X1 4. I am requesting that you approve this waiver for
25X1 submission of our requisition in support of this requirement.
[REDACTED]

Attachments:

- A. Requisition
- B. Memorandum

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S E C R E T

25X1 SUBJECT: Request for Waiver for Procurement of Secure
Telephone Equipment

APPROVED:

25X1

Executive Assistant to the DDA

10 SEP 1987

Date

Distribution:

25X1 OS/PTS/PSS/SB /9Sept87

Orig - Adse - Return to D/Security

1 - EA/DDA

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S E C R E T

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24 August 1987

MEMORANDUM FOR: OIT/LOG

ATTENTION:

FROM:

Chief, General Procurement Branch, PD/OL

SUBJECT:

Requisition No.

1. Subject requisition(s) was received after the cut off date cited in [redacted] Action is being taken on this requisition prior to the signature of an operating official. However, the signature of an operating official, as required under [redacted], must be obtained before the order/contract will be released. Therefore, a copy of this requisition is being returned to you to obtain Directorate level approval.

2. Please obtain Directorate level approval and return to this office, as soon as possible. To avoid delays in releasing the order/contract, it is recommended you hand carry this request back to this office when approvals have been obtained.